

**BY ORDER OF THE COMMANDER  
AEROSPACE MAINTENANCE AND  
REGENERATION CENTER**

**AMARC INSTRUCTION 36-2804**

**26 NOVEMBER 1997**

***Personnel***

**AMARC EMPLOYEE OF THE QUARTER  
RECOGNITION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the Davis-Montham AFB WWW site at: <http://www.dm.af.mil/AMARC>. If you lack access, contact your Publishing Distribution Office.

---

OPR: AMARC/XPII (P. Beakey)

Certified by: AMARC/XPI (L. Van Gorder)

Pages: 6

Distribution: F

---

This instruction implements Air Force Policy Directive 36-28, *Awards and Decoration Program*. It establishes procedures for and describes the AMARC Employee of the Quarter Recognition Program. It outlines the eligibility, categories, nomination, selection, and awards information and applies to all AMARC personnel.

**SUMMARY OF CHANGES:** This is the initial publication.

**1. GENERAL.** This recognition program is established to provide and acknowledge outstanding efforts and contributions of AMARC employees in the various organizations each quarter. The program is intended to:

- 1.1. Foster recognition of individual effort and accomplishment throughout the year and
- 1.2. Enhance the visibility of recognition and individual efforts so as to encourage continued process improvement and operations enhancement.

**2. ELIGIBILITY.** All AMARC personnel are eligible to participate in the Employee of the Quarter Program.

- 2.1. Each directorate, Safety (SE), and the Command (CC) Section will determine the number of selectees for each quarter and will establish a process for review and selection of nominees submitted.
- 2.2. Nominees within SE and CC sections will be acknowledged as AMARC Employee of the Quarter by the Command Section as appropriate (i.e., Safety Employee of the Quarter or Command Section Employee of the Quarter).

**3. RESPONSIBILITIES.** The following procedures will be managed and executed by the appropriate authority to ensure the AMARC Employee of the Quarter Recognition Program is emphasized and that all AMARC employees are made aware of the benefits of the program for themselves and the organization.

3.1. Any AMARC Employee can recommend another employee for consideration for AMARC Employee of the Quarter. The recommendation can be made in any written format but must include information as illustrated in attachment 1.

3.2. Directors will provide emphasis to the AMARC Employee of the Quarter Recognition Program and will establish at directorate or division level a selection process in each directorate for the purpose of selection of Employees of the Quarter. Quantities and categories of awards will be at the discretion of the individual directorate. Selection committees will be responsible for notifying the supervisors of selectees so appropriate documentation can be completed.

3.3. Supervisors of employees selected for Employee of the Quarter will prepare the following paper work:

3.3.1. Initiate the necessary paper work to complete an SF 52 award action through the PERSACTION program.

3.3.2. AF Form 1768, Staff Summary (attachment 2).

3.4. Directorate/division selection committee will convene to review nomination submittals and select winners upon any basis that the committee deems appropriate. Supervisors of selected employees will be notified within 20 calendar days following the end of the quarter.

**4. PROCEDURES.** The following procedures will be executed to ensure the Employee of the Quarter Recognition Program is properly administered.

4.1. Nominations for the Employee of the Quarter may be submitted by any AMARC employee for any directorate. Nominations will be submitted to the appropriate directorate or division office for which the nominee works. Nominations will be submitted in a format as shown on attachment 1 and must be submitted by the 10th workday after the end of the quarter. Calls for such nominations should go out to supervisors and employees during the month ending the quarter.

4.2. Selection committees within each directorate will be established at directorate or division level for the purpose of selecting Employee of the Quarter in the categories established. The committee will meet within 15 workdays of the end of the quarter.

4.3. All selectee information will be forwarded to Plans and Programs Directorate, Communication Management Division, Information and Publications Branch (XPPI) as this branch is responsible for collection of all employee awards data for review and dissemination.

4.4. XPPI will collect all data regarding Employee of the Quarter Recognition selectees and awards selected. Data will be available by divisions and will be reported to command staff, directorates and divisions as requested.

**5. AWARDS.** Each Employee of the Quarter will receive a monetary award and also the following:

5.1. Each selectee will receive a Certificate of Achievement and a photograph with a narrative of related accomplishment to be placed in a central location for display to members of the work force.

5.2. Each selectee will be provided an engraved plaque reflecting this recognition.

OFFICIAL

KAREN MANSFIELD  
Chief, Communication Management Division

**Attachment 1****AMARC EMPLOYEE OF THE QUARTER****NOMINATION FORM**

EMPLOYEE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S WORKCENTER: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE # \_\_\_\_\_

PERIOD OF CONSIDERATION (CIRCLE ONE QUARTER):

(Nomination to be submitted prior to the 10th day following quarter of consideration)

JAN-MAR    APR-JUN    JUL-SEP    OCT-DEC                      19\_\_\_\_

BRIEF EXPLANATION OF ACCOMPLISHMENTS DESERVING OF RECOGNITION:

---

---

---

---

---

---

---

---

---

---

---

SUBMITTER'S NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_

## Attachment 2

## STAFF SUMMARY SHEET

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1		COORD		6			
2	AMARC/ (Director)	Approve		7			
3				8			
4				9			
5				10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Outlaw, GS-11			AMARC/XPX	8-8888		pb	
SUBJECT NOTABLE ACHIEVEMENT AWARD-(NAME)							DATE
<p>SUMMARY</p> <p>1. The attached recommendation for Irene C. Doe for the Notable Achievement Award for \$150 is submitted by (Rank or Title, Full Name), (Organization). The nomination is submitted for review/approval.</p> <p>2. This award recognizes employees with continuous exceptional performance that resulted in extraordinary accomplishments with significant Air Force-wide scope and impact and whose service is expected to continue. (Name) has no immediate plans for retirement.</p> <p>3. Justification: (List Accomplishments)</p> <p>4. Other data: Social Security Number: Grade: Duty Title: Period Covered:</p> <p>5. Recommendation. Approval</p>							